



2016 Indiana Day of Service Mini-Grant Request for Project Funding

*National Volunteer Week and Spring/Summer
Alternative Day Application*

Deadline: Monday, March 7, 2016, at 5:00 p.m. (EST)



Overview

Serve Indiana works to advance service and volunteerism by informing, connecting, and promoting opportunities and resources that enrich the lives of Hoosiers. To further that mission, mini-grants are offered to provide resources to coordinate Day of Service projects. The goal of this mini-grant program is to demonstrate the power of service as a solution to community needs. Serve Indiana encourages Day of Service projects that: (1) demonstrate community connections and use of local resources, (2) build capacity of local volunteer centers and national service programs through regional networking and co-planning of activities, and (3) increase national service participant and volunteer understanding and commitment to national service and volunteerism.

The Corporation for National and Community Service (CNCS) and Serve Indiana strive to ensure all service experiences are meaningful for all participants. To this end, mini-grant applicants must ensure projects and locations are accessible to all volunteers and participants.

Please submit one application for each Day of Service an organization wishes to apply for. Proposed projects or events *must occur on or around the Day of Service*.

National Volunteer Week: National Volunteer Week is about inspiring, recognizing and encouraging people to seek out imaginative ways to engage in their communities. It's about demonstrating to the nation that by working together, we have the fortitude to meet our challenges and accomplish our goals.

<http://www.pointsoflight.org/signature-events/national-volunteer-week> April 10-16, 2016

Alternate Day: Proposals will be accepted for a day of service that aligns with your organization's needs and schedule. Please identify the date and why that day was selected.

Eligible Applicants

National service grantees, volunteer centers, nonprofits, K-12 and higher education institutions are eligible to apply. Applicants serving as intermediaries are encouraged to apply and are eligible for a higher grant award based upon the projects proposed.

Grant Amounts/Awards

Grants will be awarded based upon project needs, a minimum of \$1,000 and up to \$2,500 depending on the size and scale of the project. Intermediaries are eligible to apply for up to \$10,000 (maximum of \$2,500 for four service projects or more projects at a lower amount per project).

The amount of the award will be determined based upon the strength of the application, the financial needs of the project, and evidence of collaboration. All grant awards will be in the form of reimbursement.

Funding Guidelines

Applicants are encouraged to consider the following:

- Funds must be used to support elements of a service project
- Projects must focus on education, health, clean energy/environmental stewardship, economic opportunity, disaster preparedness, supporting veterans and military families, and/or public safety.
- Projects should demonstrate collaboration among multiple organizations such as higher education institutions, volunteer centers, youth service organizations, and/or national service programs.
- Projects should be designed to create sustainable change and/or build capacity within an organization.

Allowable Expenses

Mini-grant funds must be used to support essential volunteer project materials that correlate with the volunteer project activities outlined in the project description section of the application. Allowable expenses include, but are not limited to, the following items:

- Environmental clean-up supplies (i.e. gloves, rakes, shovels)
- Building supplies (i.e. lumber, nails, hammer)
- Educational supplies (i.e. books, markers, scissors)
- Marketing materials for volunteer recruitment (i.e. printing posters, website updates)

Please use the budget explanation section of the application to clearly explain why the items listed in the budget are essential to the success of the community volunteer project.

Unallowable Expenses

Mini-grant funds may not be used to support consumable goods which are not necessary to the outcomes of the project. Unallowable expenses include, but are not limited to, the following items:

- Food/snacks and water for volunteers
- T-shirts for volunteers or event participants

Match Requirement

Grantees must provide a 25% match for grant funds. Match funds should be itemized on the Budget Worksheet, and should not include staff salaries. Items that are unallowable for grant funding can be included in match budget. Federal funds cannot be used for match.

Funding Authority

Corporation for National and Community Service. Serve Indiana's CFDA number is 94.003.

Reporting Requirements

Grant recipients must provide Serve Indiana with a completed final report within one month after the project. Keep in mind that the grant reimbursement process cannot begin until the report is submitted. If your report is not submitted by the deadline, your grant agreement will be voided and no funding will be awarded.

Final project reports will include the following:

- Number of participants/recipients served
- Total number of volunteers engaged
- Number of new volunteers recruited, and plans to continue to engage new volunteers
- Number of total hours served by all volunteers
- Number of community partners
- Project outcomes
- Project photos

The following documentation is to be provided separately:

- Documentation of your event. Photos from the event that can be used for publication and recognition are required. Photos should be saved in .jpg format, and have descriptive captions. Please secure proper permission for sharing these photos. This could also include media publications, videos, event registration, a listing of special guests and/or elected officials, etc.
- Inspiring/moving stories, quotes, or other qualitative information about the event
- Invoice documenting actual expenditures for the project as well as receipts for ALL materials used for the event, regardless of whether they are purchased with grant funding
- Final Report Budget Actual including a revised budget narrative reflecting the budgeted cost versus actual expenditures
- Request for Funds form (emailed when grant is awarded)

Branding

All Day of Service materials (posters, websites, and social media posts) must include the Serve Indiana logo as recognition of funding. If T-shirts are purchased with funds from other sources, the Serve Indiana logo should be included in the design. Logos will be provided at the time of award announcement.

Notification

Awards will be made upon review and approval of the application. Applicants will be notified by e-mail within three weeks after the above deadlines.

Submission Instructions

1. Online application: <https://www.surveymonkey.com/s/85ZZNQN>
2. Budget Worksheet (Exhibit A): <http://www.in.gov/serveindiana/volunteer/2406.htm#role>
Submit to swilliams@serveindiana.gov
3. Registered Bidder: This is required. Instructions here: <http://www.in.gov/idoa/2464.htm>
4. Vendor Registration: Complete a W9 and direct deposit form and submit as soon as possible to swilliams@serveindiana.gov

Please direct all questions to:

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